

# ACT State Testing Checklist of Dates

March 11-April 19, 2013

Hint: make sure to immediately unpack and inventory materials



## Week of March 11

- Non-secure materials shipment
- Answer documents
- Barcode labels
- Copies of supervisor manual
- Preparing for the ACT
- Taking the ACT



## Week of March 11

- Preliminary Accommodations Roster Arrives
- TAC review for accurate: Accommodations
- Timing code
- Test format



## Mid March

- Letter of Encouragement
- TS to distribute this letter to each junior before pre-test bubbling
- Encourages students to do best work
- Montana post-secondary schools welcome the ACT
- Includes codes

I think I'll go over this letter in the bubbling session



## March 22, 2013

DEADLINE for ACT to receive questions or changes on the Preliminary Accommodations Roster.

No response indicates school agrees the roster and test format are accurate.



## Mid-March-April 19

- School staff affix barcode labels and complete ACT HS code on answer documents
- Hold supervised pre-test bubbling session
  - Complete ID and non-test portions of answer document
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- TS passes partially completed answer documents to TAC
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- TS finalize arrangements to meet standard testing requirements



## April 3

DEADLINE for ACT to receive late application for ACT-approved test accommodations

Only to include the following reasons:

- New to school or newly classified as grade 11
- Newly identified disability
- Transfer student
- Medical emergencies or sudden medical onset



Good Job! We are almost there!  
There will be another webinar in the first full week of April to cover Receipt of secure testing materials and day-before testing activities

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Mailed on March 5th

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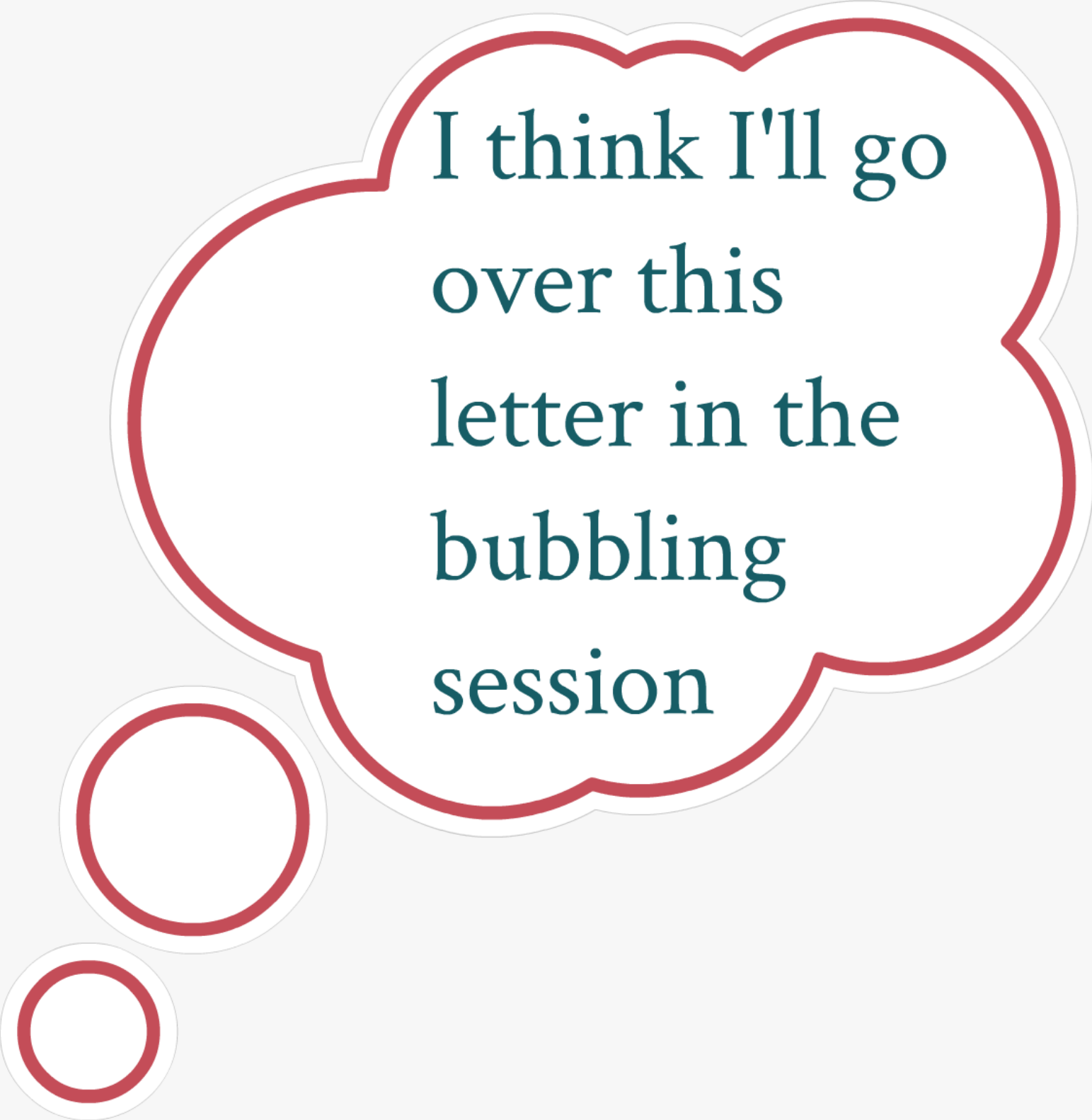
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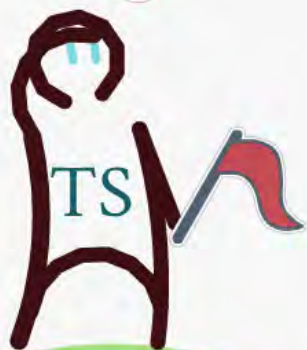
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